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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------|-------|------------------|
| 1. POSITION TITLE<br>CHEMIST I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | AGENCY<br>Department of Public Health |       |                  |
| 2. APPROPRIATION OR AGENCY CODE<br>4516-1005                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | POSITION #<br>99171                   | REQ # | SALARY<br>512.54 |
| 3. GENERAL STATEMENT OF DUTIES:<br>Conducts environmental laboratory analyses using high performance liquid chromatography, gas chromatography and spectrophotometric methods. Prepares reagents, maintains equipment and prepared standard laboratory reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                       |       |                  |
| 4. SUPERVISION RECEIVED (Name and title)<br>KEVIN MCCARTHY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                       |       |                  |
| 5A. DIRECT REPORTING STAFF<br>N/A.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | 5B. THEIR STAFF                       |       |                  |
| 6. DETAILED STATEMENT OF DUTIES:<br>Performs clerical identification of drug using standard operating procedures to determine violations of harmful and narcotic drug laws for the courts and agencies for the Commonwealth. Gives expert testimony in court of law on matters relating to drug analysis. Operates and maintains complex chemical instrumentation (IR,UV,GC), microscope and balances in order to carry out drug analysis. Cooperates with evidence officers to ensure security and integrity of samples. Issues reports pertinent to drug analysis to ensure chain of evidence for the courts and agencies of the Commonwealth. Interprets test drugs and materials and recommend alternative measures for working with new material and recommended alternative measures for working with new materials in order to improve performance. Maintains inventory of laboratory supplies and equipment and chemicals must be ordered and by writing purchase orders to maintain proper supply levels. |  |                                       |       |                  |

This form must be submitted to the Personnel Administrator for every new position in your jurisdiction, and for any substantive change in an established position.

7. QUALIFICATIONS REQUIRED AT HIRE:

Working knowledge of inorganic and organic chemistry, qualitative and quantitative analysis. Working knowledge of modern chemical laboratory methodology procedures, materials and equipment. Skill in the operation of chemical instrumentation (IR, GC, UV). Ability to communicate in the significance of test results in written and oral form to professionals and lay people.

8. QUALIFICATIONS ACQUIRED ON JOB:

N/A.

9. MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) two years of full-time, or equivalent part-time, professional or technical experience in the field of chemistry or (B) any equivalent combination of the required experience and the substitutions below.

SUBSTITUTIONS:

A Bachelor's or higher degree with a major in chemistry or biochemistry may be substituted for the required experience.\*

\* Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

10. LICENSE AND/OR CERTIFICATION REQUIREMENTS:

N/A.

REMARKS:

N/A.

Signature of Appointing Authority

TITLE

AGENCY

Prepared by

INITIALS OF INCUMBENT

Date

INITIALS OF SUPERVISOR

Date